



State of Connecticut
Department of Developmental Services
South Region
104 South Turnpike Rd., Wallingford, CT 06492

DDS

VACANCY
OPEN TO LATERALS OR CANDIDATES ON THE CURRENT CERTIFIED EXAM LIST FOR
DEVELOPMENTAL SERVICES CASE MANAGER

DATE: June 14, 2013

CLOSING DATE: June 24, 2013

POSITION	Developmental Services Case Manager
POSITION #	022593
LOCATION	Individual and Family Support, Meriden, CT
SCHEDULE	First Shift, Full-Time, Monday-Friday – 8:00AM – 4:00PM

☒ FULL TIME

☐ PART TIME

70 HOURS PER PAY PERIOD

EXAMPLE OF DUTIES

The Case Manager in the Individual and Family Support Division is responsible for providing supports to approximately 40-50 individuals with developmental disabilities who reside at home with their families or independently. The caseload will consist of individuals who are on the Medicaid Waiver, and/or individuals who are non-waivered. The Case Manager ensures that all Centers of Medicaid and Medicare Services requirements and quality assurance activities are completed as required. Responsibilities include: facilitates interdisciplinary team meetings to develop, review and/or modify client service plans including Individual Progress reviews, Quality Service Reviews and Level of Need Assessments; coordinates integration of day program, residential, medical and other services provided to each client and ensures service delivery; develops social service evaluations and service recommendations; ensures compliance with CMMS regulations of targeted Case Management, maintaining documentation according to DDS and federal regulations; assists with guardianship assessments and in the guardianship process, application for entitlements, and enrollment in the waiver; reviews and develops individual budgets; provides supportive counseling to clients and their families; gives information to clients, guardians and families regarding their legal rights, departmental policies and procedures, services provided and encourages participation in service planning process; acts as liaison and provides technical assistance to service providers and monitors compliance with departmental policies and procedures; schedules necessary evaluations and monitors completion; schedules program reviews and monitors implementation of specific program recommendations; monitors development and maintenance of client files including required documentation; ensures that legal and financial documents are completed in a timely manner; informs appropriate regional administrative staff when services are not or cannot be provided; performs related duties as required.

SPECIAL QUALIFICATIONS/JOB REQUIREMENTS:

Minimum Qualifications Required Knowledge, Skills And Ability	Considerable understanding of nature of clinical assessments; considerable knowledge of services available to persons with mental retardation; knowledge of residential programs for persons with mental retardation; knowledge of interdisciplinary approach to program planning; knowledge of mental retardation, causes and treatment; considerable skill in facilitating positive group process; oral and written communication skills; considerable ability to translate clinical findings and recommendations into program activities and develop realistic program objectives; ability to collect and analyze large amounts of information; familiarity with automated data systems.
General Experience	Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.
Special Experience	Two (2) years of the General Experience must have involved responsibility for developing, implementing and evaluating individualized programs for individuals with developmental disabilities in the areas of behavior, education or rehabilitation.
Special Requirements	1. Incumbents in this class may be required to travel. 2. When assigned to a caseload of individuals, the majority of whom reside in Intermediate Care Facilities, must be eligible for certification as a Qualified Mental Retardation Professional as required by Federal regulations.

TO APPLY: Please complete a **CT-HR-12 employment application** which can be located at www.das.state.ct.us. Please reference the position number and provide copies of your last two performance appraisals. **Incomplete application packets will not be accepted.** All application materials must be received by 11:59pm on the closing date indicated above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

SEND APPLICATIONS TO:

DDS SOUTH REGION

104 South Turnpike Rd., Wallingford, CT 06492

Attention: Recruiter

(203) 294-5122, Fax: (203) 294-5160 TT/TDD (203) 294-4475

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